

# Spouse's Checklist

- \_\_\_\_\_ Take AFTB classes
- \_\_\_\_\_ Get to know community resources, services, and locations

## Automotive:

- \_\_\_\_\_ Get automobile key (and spares)
- \_\_\_\_\_ Get garage key (and spares), if applicable
- \_\_\_\_\_ Have oil changed, new oil and air filter installed, and car lubricated; know the mileage reading when the oil should be changed next
- \_\_\_\_\_ Make sure all fluid levels are up to normal (oil, transmission fluid, brake and steering fluid, water); know how to check and fill them yourself (if needed) and what gasoline to use
- \_\_\_\_\_ Make sure all vital equipment is in good condition and working order (including brakes, tires, battery, belts, hoses, headlights/high and low beams, tail lights, brake lights, turn signals)
- \_\_\_\_\_ Review your insurance policy to make sure it provides adequate coverage (liability, medical, uninsured motorist, damage to your car and others); know the renewal date, cost of renewal, who to contact to renew the policy (name, address, and telephone number)
- \_\_\_\_\_ Investigate a road service policy (if desired) to provide assistance with flat tires, towing, stalled engine, being locked out of your car, and other emergencies; know what your policy covers, when it expires and has to be renewed, cost of renewal, who to contact to renew (name, address, and telephone number); know what to do if you don't have this coverage and one of these events happens
- \_\_\_\_\_ Look into the renewal of state and on-post vehicle registration (year, cost, where to go, what to do)
- \_\_\_\_\_ Check your state driver's license expiration date, cost to renew, where to go, what to do
- \_\_\_\_\_ Check your annual state automotive safety check, if required (when it expires, cost to renew, where to go, and anything that may have to be repaired or replaced to pass this inspection)
- \_\_\_\_\_ Take possession of automotive papers (car registration, safety inspection, tire warranties, battery guarantee, insurance policy and certificate of insurance, road service card); know where they are, what they mean, how to use them
- \_\_\_\_\_ Learn where to go, who to see or call when you have problems with the automobile (routine maintenance, auto repair, tires, oil changes, and lubrication)
- \_\_\_\_\_ Learn what alternative transportation is available (on post, car pools, taxis, city buses, friends)
- \_\_\_\_\_ Prepare a list of automotive "do's and don'ts" and hints on car care

## Family:

- \_\_\_\_\_ Make sure your spouse's unit has your name, address, and telephone number, along with the name, address, and telephone numbers of one or more people who will know where you are at all times (even if you travel or move)
- \_\_\_\_\_ Get the name, address, and telephone number of your landlord, mortgage company, or government housing office
- \_\_\_\_\_ Get the names and telephone numbers of key members of your Family Readiness Group, your unit's rear detachment commander and chaplain, Family Assistance Center, Guard or Reserve Family Program Coordinator
- \_\_\_\_\_ Make sure you have a military ID card for each member of your family
- \_\_\_\_\_ Get the keys to your house, safety deposit box, personal storage company
- \_\_\_\_\_ Know when ID cards expire, and have required forms signed by sponsor

**Make sure you have (if appropriate):**

- \_\_\_\_\_ Marriage certificate
- \_\_\_\_\_ Birth certificates
- \_\_\_\_\_ Insurance policies (life, home, auto)
- \_\_\_\_\_ Family social security numbers (including your children's)
- \_\_\_\_\_ Rental or lease papers (if appropriate)
- \_\_\_\_\_ Deeds and/or mortgage papers (if appropriate)
- \_\_\_\_\_ School registration papers (if appropriate)
- \_\_\_\_\_ Spouse's proof of military service documents
- \_\_\_\_\_ Copies of your spouse's orders and all amendments
- \_\_\_\_\_ Shipping documents and/or household goods inventory
- \_\_\_\_\_ Court orders for support and custody of legal dependents
- \_\_\_\_\_ Unit mail card
- \_\_\_\_\_ Copy of your most recent allotment request (if appropriate)
- \_\_\_\_\_ Naturalization papers (if appropriate)—know the expiration date and prepare paperwork in advance
- \_\_\_\_\_ Divorce decree (if appropriate)
- \_\_\_\_\_ Adoption papers (if appropriate)
- \_\_\_\_\_ Death certificates (if appropriate)
- \_\_\_\_\_ Updated passport

**Financial:**

- \_\_\_\_\_ Take possession of appropriate bank books, ATM cards, checkbooks, credit union papers or books, credit cards
- \_\_\_\_\_ Know how to report lost credit cards and how to request replacements. If a credit card is lost or stolen, report it immediately to the issuing company AND the credit-reporting agencies listed in the front of the Resources section of this handbook.
- \_\_\_\_\_ Make sure you can make deposits and withdrawals with only your signature. If the account shows an "and" between your spouse's name and yours, it requires both signatures; an "or" ensures you can make deposits and withdrawals in the absence of your spouse. This can be changed only while the soldier is here.
- \_\_\_\_\_ Keep a list of automatic deposits and withdrawals or payments made to financial accounts (paycheck, insurance, loan, or bill payments)
- \_\_\_\_\_ Have your spouse apply for a Class EE Savings Bond allotment (if desired and appropriate), and keep a copy of the signed application

**Important documents you should have:**

- \_\_\_\_\_ Get a Power of Attorney, unit mail card, and military ID card if you will have to pick up your spouse's paycheck and/or mail from the unit
- \_\_\_\_\_ Prepare a list of outstanding payments, loans, and other obligations with due dates, amount owed, who to pay, contact person, address and telephone numbers
- \_\_\_\_\_ Prepare a list of investments such as securities or bonds with their value, contact person's name, address and telephone number; know how to cash these in an emergency
- \_\_\_\_\_ Get copies of the past five years' state and federal income tax returns and everything needed for the next filing, including due dates and who to contact for assistance in preparing the returns
- \_\_\_\_\_ Prepare a list of military and community organizations that offer financial advice, counseling, information, and assistance

**Legal:**

- \_\_\_\_\_ Get the name, address, and telephone number of your military or private attorney or legal advisor
- \_\_\_\_\_ Get a Power of Attorney (general or limited) if you will need to sign documents or act on your spouse's behalf during the deployment
- \_\_\_\_\_ Make sure your will and your spouse's will are up to date and valid
- \_\_\_\_\_ Get copies of all insurance policies, and find out what is covered and to what extent; get contact person's name, address, and telephone number; ask whether you need a Power of Attorney to file a claim during your spouse's deployment
- \_\_\_\_\_ Secure a list of military and community organizations that offer legal advice, counseling, information, and assistance

**Medical:**

- \_\_\_\_\_ Make sure you have family medical cards for you and your children
- \_\_\_\_\_ Make sure you have family shot records for you and your children
- \_\_\_\_\_ Make sure current prescriptions for medicine and glasses or contact lenses are available
- \_\_\_\_\_ Get a list of military, community, state, and federal organizations that offer medical, mental or emotional, dental, and optical assistance

**Security/Safety:**

- \_\_\_\_\_ Request a military or local police crime prevention survey for your home
- \_\_\_\_\_ Add a "peephole" to at least your front door and adequate locks to all of your doors and windows
- \_\_\_\_\_ Place your family's name on the Military Police Quarters Checklist (or notify the local police if you live in a civilian community) if your family will be away from home for an extended period
- \_\_\_\_\_ Install a smoke detector (or check existing detectors) in key areas of your residence (kitchen, bedroom, living room, shop/garage)
- \_\_\_\_\_ Install a fire extinguisher (or inspect existing extinguisher) in key areas of your residence (also recommended for your automobile)
- \_\_\_\_\_ Discuss with your family alternate exits they can use to leave your home from each room in case of a fire or other emergency
- \_\_\_\_\_ Get a list of military and community organizations that offer security/safety advice, counseling, information, and assistance